

MINUTES
Information Technology
Tuesday, October 6, 2020

Minutes of the October 6, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:31 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*remote*), Tim Kemmel (*remote, left at 6:45pm*), Robert Boelk (*remote*), Donna Maly (*remote*)

Due to the declared emergency, it is possible that one or more committee members may appear telephonically.

Members Absent /Excused: None

Also Present: Justin Reynolds – County IT Director (*in-person*)
Josh Kohlhoff – County Network Administrator (*phone*)

Public Comment: None

Previous Committee Meeting Minutes:

Motion by Kemmel, 2nd by Burnett to approve the minutes of the September 1st, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Department Continuous Improvement & Recognition:

Update: Human Resources System Migration & Upgrade Complete

Reynolds shared the Human Resources System Migration and Software Upgrade is complete, on-time, and under budget by approximately \$35,000. IT Committee and Reynolds shared their appreciation of the time and effort of the IT Systems Analysts and Human Resources Department staff. Reynolds shared the smooth migration and software upgrades is the result of IT, HR, and solution provider's teamwork, project planning, dedication, and commitment to the project. Reynolds shared the software upgrade removed FLASH programming, which the IT industry is end-of-life-support for FLASH in December 2020. Reynolds shared the system migration upgraded the server operation system to more recent version to extend the life of the system, while also allowing for a side-by-side cut-over migration to minimize operational disruption.

Update: Cyber Security Awareness Month

Reynolds shared the Information Technology Department will be participating in the Industry Cyber Security Awareness Month of October, which the IT Department will be increasing the communication to all County-wide employees during the month of October. Reynolds shared the themes of the October weeks are: secure passwords, cyber security working remotely, phishing assessment, and social engineering. Reynolds shared the 2020 IT Department's weekly one-page cyber security awareness communications are to increase the awareness of all County-wide employees, and the phishing assessment week will allow the IT Department to measure the County's employees ability to avoid the scams. Maly inquired regarding adding the County Board of Supervisors on the phishing emails, because they also receive a good amount of phishing emails. Reynolds agreed that the County Board of Supervisors should be included.

Recognition: Reeseville Highway Shop

Reynolds shared the Reeseville Highway Shop received the occupancy permit on Sept. 29th, which was mostly the result of the Highway Dept. staff, and some of the IT Dept. staff finalizing technical systems, cabling, and connections. Reynolds shared his appreciate for the Highway Dept., IT staff, construction manager, electricians, fire-alarm/security providers, and Internet/phone service provider.

Information Technology Strategic Action Steps:

Discuss, Recommend: Scope of Recording / Broadcasting County Board Meetings – Executive Committee

Reynolds shared the September 14th, 2020, Dodge Co. Executive Committee discussed and requested to "Develop a scope for Recording-Broadcasting County Board Meetings" with approximate pricing from the Dodge Co. Information Technology (IT) Department for recording and broadcasting meetings. The IT Committee reviewed the research of Wisconsin Counties with a population over 40,000 regarding their current board meeting recording procedures. The IT Committee also reviewed the research of Dodge Co. Cities, Villages, and National top-10 Digital Counties with a population of under 150,000 board meeting recording procedures. During the discussion, the IT Committee members shared the needs: to support social distancing for Supervisors and public attendees; for the public to see who is speaking in real-time with multiple cameras, voting screen results, and board presentations; to live stream and archive online by the agendas and packets; to communicate County Board meetings to the public in one-direction; for public comments remain in-person at the Committee level; for initial cost considerations and overtime; for quicker Committee level minutes with audio recordings; for County Board's public transparency and participation. Based on the research, the IT Committee recommended to gather proposals for video production solutions with multiple cameras to live video stream online and keep a historical videos near the online agendas and packets for the County Board of Supervisors meeting.

Information Technology Committee Minutes

Oct. 6, 2020

Page 2

Update: on IT Budget Report – September 2020

Reynolds provided an executive one-page (Jan. to Sept.) year-to-date available IT budget report, which showcased the IT Budget to be within target and expenditures for the time period. Reynolds highlighted some budget accounts that are over and under the individual accounts allotments. Reynolds shared the account over allotment was used for COVID response laptops will be corrected with a "Routes to Recovery" refund. Reynolds shared an account under budget is the result of a 2019-to-2020 carry-over request for a PA and UPS systems upgrades, which have been postponed.

Review, Discuss: IT 2021 Budget Proposal

Reynolds shared the IT 2021 Budget Proposal has not changed from the 2021 Board Budget book. No discussion.

Review, Consider, Take Action: IT Sept. 2020 Project Portfolio Roadmap

Reynolds shared the IT Sept. 2020 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

Review, Consider, Take Action: IT Sept. 2020 Contracts and Agreements for Legal Review

Reynolds shared the IT Sept. 2020 Contracts and Agreements for Legal Review. No action taken.

Information Technology Procurement Committee Approval Requests

Approval: for Purchase CR Server Hardware – 2020 Budget

Reynolds requested approval to purchase a new CR Server for the amount of \$18,332 within the 2020 Budget that will be used for County operations, and replace 3 to 4 year old server hardware. Reynolds shared the IT Department received two leading server manufacture quotes, which the recommended server hardware was the lowest amount for equivalent hardware. Maly inquired about State-of-Wisconsin-Contract pricing, which Reynolds/Kohlhoff discussed. Reynolds shared the purchase of the CR Server will utilize the unused funds from the 2019-2020 PA & UPS system carry-over requests.

Approval: for Purchase CR Cyber Scanning Engine – 2020 Budget

Reynolds requested approval to purchase a new CR Cyber Scanning Engine for the amount of \$19,796 within the 2020 Budget that will be used in conjunction with County operations. Reynolds shared the purchase of the CR Cyber Scanning Engine will utilize the unused funds from the 2019-2020 PA & UPS system carry-over requests.

Reynolds shared the approximate \$70,000 remaining balance of the 2020 IT Maintenance is a result of the 2019-2020 PA & UPS Carry-Over request, which \$40,000 will be used for the Purchase of CR items. If approved, Reynolds shared the 2020 IT Maintenance account will have an unused amount of approximately \$30,000, which the IT Dept. is considering for a future 2020 purchase.

Motion by Burnett, 2nd by Kemmel, to approval the Information Technology Procurement Committee Approval Requests; including the CR Server and CR Cyber purchase requests for total amount of \$38,101. All in favor, motion carried.

Information Technology Project Status Report:

Update on Information Technology Project Status Report

Reynolds shared updated on the IT Cybersecurity Assessments, County Con. Room Enhancements, HR Open Enrollment Upgrade, AS400 Data Migration, DR Upgrades, and network services projects.

Future Agenda Items:

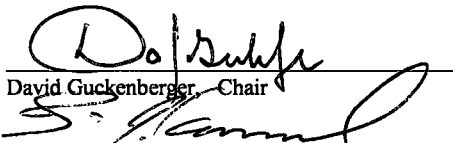
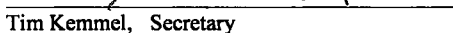
None

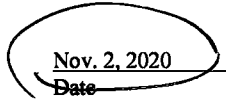
Next Meeting Date:

Monday, Nov. 2nd 2020 at 5:30 p.m. – 1st Floor Multipurpose Room#1H & 1I Auditorium
IT Committee Meetings scheduled – 1st Tuesday of each month @ 5:30pm

Adjournment:

Motion by Kemmel, 2nd by Burnett to adjourn the meeting at 6:35 p.m. All in favor, motion carried.


David Guckenberger, Chair

Tim Kemmel, Secretary


Nov. 2, 2020
Date
Nov. 2, 2020
Date